

## Texas Historical Commission Job Vacancy Notice

**Position Title:** Historic Sites Architect

**Classification Title:** Architect I/Architect II

**Job Posting Number:** 19-33

**Salary:** \$4,584.00-\$7,000.00/month

**Salary Group/Class#:** B21/2260 Architect I  
B23/2264 Architect II

**FLSA:** Exempt

**Opening Date:** 02/25/2019

**Closing Date:** Until filled

**Duration:** Regular, Full-time

**Hours/Week:** 40

**Work Location Address:** Historic Sites Division, 208 E. 10<sup>th</sup> Street, Suite 327, Austin, TX 78701

**JOB OBJECTIVE:** Assist the Historic Sites Division Chief Architect with routine or moderately complex (journey-level) architectural work. Work involves developing and managing preservation, rehabilitation, new construction and maintenance projects located throughout the state for the Texas Historical Commission (THC). Work under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### ESSENTIAL DUTIES:

1. Assist Chief Architect in contracting and overseeing the development of architectural plans and specifications for repair and restoration of the state's historic sites to ensure compliance with sound architectural and historic preservation practice, established standards, and applicable codes and regulations.
2. Inspect existing buildings and develop detailed scopes of work and cost estimates.
3. Prepare conceptual plans, feasibility studies and Construction Documents using AutoCAD and SkechUp software.
4. Review and manage the work of contracted architects, engineers and other related consultants.
5. Assist in developing solicitation documents and monitoring the bidding and contracting processes.
6. Perform Construction Contract Administration duties during the project construction phase.
7. Catalog and maintain project record documents.
8. Conduct inspections for compliance with laws and specifications.
9. Track building conditions and cyclical maintenance activities.
10. Work with architects/engineers and construction contractors to enforce warranty obligations and coordinate corrective action.
11. Provide technical information and architectural consultation to field staff at State historic sites.
12. Participate in planning for collections care, interpretation, and educational programs, as needed.
13. Adhere to established work schedule with regular attendance.
14. Follow all THC safety guidelines/procedures and ethics requirements.

### NON-ESSENTIAL DUTIES:

47. Perform other duties as assigned.

### REQUIRED QUALIFICATIONS (The application must specifically state how each of the following qualifications is met):

#### Architect I:

- Graduation from an accredited college or university with a degree in Architecture or a related field;

- Current architectural registration by the Texas Board of Architectural Examiners;
- Minimum four years of professional work experience in a professional office environment preparing Construction Documents and/or performing Construction Contract Administration duties;
- Ability to utilize AutoCAD proficiently to produce construction documents (2D only);
- Proficiency in Microsoft Word and Excel;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

#### **Architect II:**

- Graduation from an accredited college or university with a degree in Architecture or a related field;
- Current architectural registration by the Texas Board of Architectural Examiners;
- Minimum seven years of professional work experience in a professional office environment preparing Construction Documents and/or performing Construction Contract Administration duties;
- Ability to utilize AutoCAD proficiently to produce construction documents (2D only);
- Proficiency in Microsoft Word and Excel;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

#### **PREFERRED QUALIFICATIONS:**

- Master's degree in Architecture, with an emphasis on Historic Preservation or Architectural History;
- Experience in applying the Secretary of the Interior's Standards for the Treatment of Historic Properties;
- Skill in using SketchUp to produce 3D renderings.

#### **PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of architectural and design principles, techniques, and procedures;
- Knowledge of both contemporary and historic building materials and construction methods;
- Knowledge of building and life safety codes, especially in relationship to historic properties;
- Familiarity with Construction Specifications Institute (CSI) standards and practices;
- Ability to prepare construction cost estimates and budget documents using Microsoft Excel;
- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to visualize architectural designs; to apply architectural concepts; to plan, coordinate, and monitor projects; to conduct inspections; and to communicate effectively;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work effectively under pressure while maintaining close attention to detail;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

#### **REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

Must be registered as an Architect by the Texas Board of Architectural Examiners.

**ENVIRONMENT/PHYSICAL CONDITIONS:** This position is housed in a state building near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. In addition

to office work, duties will include evaluating historic structures, which may involve entering attics, crawlspaces, and other dark, damp or confined spaces, as well as climbing ladders and walking on roofs. Work may involve extended periods working outdoors in hot or cold conditions. Work includes visiting active construction sites where loud noises, dust, and uneven walking surfaces may be encountered. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Applicants must be willing to travel and overnight travel is often required. This position attends and sometimes presents at conferences, meetings and workshops, requiring evening and weekend work hours. Travel typically requires driving in vehicles provided by the state, although some air travel is also expected.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_EngineeringandDesign.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**